



City of Helena

## GOLF ADVISORY BOARD AGENDA April 11, 2017



- Pete Aspinwall
- Dave Bauer
- Kelly Casey
- Tyson Lesmeister

- Judy Reddy
- Susan Skinner-Bannon *excused*
- Lynn Staley *excused*

### Ex-Officio Members

- Larry Kurokawa, Golf Course Superintendent
- Scott Longenecker, Head Golf Pro
- Amy Teegarden, Parks and Recreation Director
- Jennifer Schade, Recorder

### LOCATION: City-County Building, Room 326

Visitors: Gery Carpenter, Jeff Downhour, Al Knauber, Doug Olson, Troy Sampson

### 1. Call to Order/Establish Quorum/Review Agenda

### 2. Approval of Minutes: March 28, 2017

With no corrections, Dave moved to approve the March 28, 2017 minutes as submitted. Judy seconded. Motion carried.

### 3. Old Business

- Final Schematic Design – Jeff Downhour
  - Jeff reviewed the pictures of recent changes to the pro shop and clubhouse design. Changes include minor changes to the entry (simplified) and stated we were able to utilize the same bathroom space with new finishes. The functionality of the design has not changed.
  - Jeff is still looking at some options in the kitchen area.
  - We were also able to bring back the fireplace on the patio.
  - Amy stated this is the schematic design that Mosaic will be tasked with in doing the final design and engineering.
  - The final design includes the selection of materials, floor finishes, wall suggestions, etc. Some of this information is provided as suggestions. Going forward, Mosaic will create a presentation that outlines all assumptions made. This would be done via another meeting where the group will walk through the building space by space. They will look at details, finishes, equipment, data needs, and images of all materials and make minor adjustments. This information will then be presented to the board.
  - Need more input on structural and mechanical features.

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- Gery stated the process Jeff is speaking about works best if presented to a smaller group representation of the board which creates 2 – 3 different looks to bring back to the board. Otherwise the process takes too much time.
- The advisory board was in agreement on this recommendation.
- Summary – Amy
  - This is final schematic that Mosaic will do the final design and engineering.
  - Last week we presented at the City Commission Admin meeting, and they gave us the support to move forward with the final design.
  - On April 24 the Commission will approve a resolution of findings which indicates that the city has met the criteria for the GCCM process. Once this is formally approved, we will go out with request for qualifications for a general contractor. They will submit qualifications; we will do interviews and then select the general contractor. Hopefully, our hiring process will be as such that the general contractor hired will have input on final design.
  - The general contractor selected will then provide us a guaranteed maximum price. When this stage is finalized, we will begin working on the financing. And then construction will begin.
  - Gery – Jeff’s next phase will take him to the point of design. The third phase of the project is construction administration. It is our goal to have the contractor on board by the end of June.
  - The first thing we want the contractor to do is to take Mosaic’s design and cost it out. We will do a cost estimate as soon as possible and another on at 90%.
  - When the design is finished, we will get a guaranteed maximum price.
  - Next is debt service and as soon as we get the money, we enter into another contract with Mosaic to do the final part of construction and then we build. Hopefully we will begin construction in October.
- Golf Advisory Board Bylaws
  - Pete has recommended some changes to the bylaws. He has asked the board to review and we will look at these again at the next meeting.

#### 4. New business

- Election of Officers

##### **Chairperson**

- Pete stated we have two positions to fill – the Chairperson and Vice Chairperson
- Dave nominated Pete as Chairperson of the Golf Advisory Board. Judy seconded. Motion carried.
- Pete asked for a motion to close election of the Chairperson. Dave made the motion to close. Tyson seconded. Motion carried.

##### **Vice Chairperson**

- Pete nominated Dave as Vice Chairperson of the Golf Advisory Board. Tyson seconded. Motion carried.
- Pete asked for a motion to close election of the Vice Chairperson. Tyson made the motion to close. Judy seconded. Motion carried.

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## 5. Reports

- Parks and Recreation Director's Report
  - Nothing to report.
  - Amy did state that the commission is excited to see us move forward with the build and appreciated our conservative approach.
- Golf Superintendent Report
  - Maintenance is doing work on the course.
  - The wells and irrigation are up and running.
  - Playing conditions look good. Topdressing the greens improved smoothness and putting quality.
  - They will start spraying as we get into next month. We will be grooming the course next week.
- Golf Professional Report
  - Scott stated we are heading into tournament season. Upcoming events include:
    - Men's League – Monday, April 17
    - Kick off Scramble – Sunday, April 23
    - All leagues will begin between April 24 - 27
    - Demo Day and Tent Sale – Friday, April 28
    - Calendar of events is listed on the website.
  - Scott has been booking tournaments for the season.
  - Scott met with the mayor and the city manager. Both are very supportive in the new pro chop and clubhouse efforts.
  - Scott has been in a couple radio ads and Conlin is doing outreach to banks and businesses for advertising.
  - In reviewing the financials, Amy stated it looks like a shifting in pass purchases. Scott said it is still early.
  - Scott has not heard too many concerns with the rate increases.
  - We need to have finance change revenue account names for the newly named passes. Scott will visit with finance about this.
  - The simulator revenue was up 37% this year under "green fees", account 2309. Overall, it was \$27,000 that the simulator was responsible for.
  - The Clubhouse is open and Molly is doing great! She pays close attention to cleanliness and is managing the staff well.
  - We have great new menu items.
- Men's League Report
  - As Scott stated, Men's League is scheduled to begin on April 17.
  - Doug Olson stated he does get emails from captains and "C" teams regarding fee increases. However, once he explains the reasoning for the increases no one seems upset.
  - Amy reminded everyone that the increase in green fees is not what is paying for our new club house and pro shop. Our financial analysis didn't figure in green fees.
  - Amy then asked Jennifer to make sure the NGF report is still on the website. The link to the report is:

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[http://www.helenamt.gov/fileadmin/user\\_upload/City\\_Parks/Golf/Documents/BRG\\_C\\_Final\\_Report.pdf](http://www.helenamt.gov/fileadmin/user_upload/City_Parks/Golf/Documents/BRG_C_Final_Report.pdf)

- Ladies League Report
  - Judy stated Ladies League starts April 27.

#### **6. Public comment**

- Doug Olson stated he played the course last week. He commented that the extra spraying was very beneficial this year. Kudos to the golf maintenance department.
- Doug also suggested we look at alternative funding resources to pay for the clubhouse and pro shop. Suggestions included: Northwestern Energy, Friends of Helena, etc.

#### **7. Next meeting date – May 9, 2017**

#### **8. Future agenda items**

#### **9. Adjournment**

With no further business, the Golf Advisory Board adjourned 12:53 pm.

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[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)  
316 North Park, Avenue, Room 440, Helena, MT 59623

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